

**Office of Science (SC) Information Technology Customer Group (ITCG)**  
**Meeting Summary**  
**June 23, 2004**

**Agenda**

- Previous Action Items (Murphy)
- Support Center Items (Campbell)
- P Drive Working Group (Oyler)
- Laptop Security (Murphy)
- Workstation Refresh Update (Centeno)
- Gigabit Ethernet Project Update (Centeno)
- Certification and Accreditation Update (Centeno)
- OneSC Environment Proposal Update (Centeno)
- Other

Previous Action Items	Status
At the June 9 meeting, Karen Talamini raised concern over a proposed August 6 end date for end-of-year purchases of new IT equipment, because at that time offices would not be sure how much remaining travel budget would be available to apply toward such purchases. She suggested early September instead. Carolyn Murphy said she would report back on this.	Complete

New Actions from the June 23 Meeting	Assigned To
Kevin Campbell reported that recent issues with Travel Manager had been resolved by the OCIO; however, Karen Talamini and Todd Harding explained that they were still experiencing problems with the system (including voucher payments). Talamini stated that she had made Lionel Carter aware that issues still remained. Kathi Centeno said that SC-41 would close the loop with Carter and report back to the ITCG at the next meeting.	Kathi Centeno/ Kevin Campbell
Karen Talamini asked if it was possible to find out the schedule for monitor replacement, so that her organization would know whether or not to spend any available travel budget at the end of the fiscal year on new monitors. Centeno said that a schedule would be provided to the ITCG at the next meeting.	Kathi Centeno

**Previous Action Items (Murphy)**

Regarding the first previous action item detailed above, Carolyn Murphy reported that end of year requests for the purchase of IT equipment need to be ordered and entered into the Applix system by cob September 6 (so money can be obligated by September 8). The only orders that will be allowed after September 6 will be emergency orders (e.g., break-fixes, new employees, etc.).

**Support Center Items (Campbell)**

- The Exchange User List was provided.
- Kevin Campbell reminded the ITCG that a regular monthly maintenance outage would take place on June 27 from 6am to 3pm.
- Regarding reports of internet slowness made by ITCG members at the June 9 meeting, Campbell explained that SC-10 and SC-20 were identified as the affected offices; and that a switch was rebooted to restore internet performance.

- Campbell reported that recent issues with Travel Manager reported by the OCIO had been resolved; however, Karen Talamini and Todd Harding explained that they were still experiencing problems with the system (including voucher payments). Talamini stated that she had made Lionel Carter aware that issues still remained. Kathi Centeno said that SC-41 would close the loop with Carter and report back to the ITCG at the next meeting.
- On June 20 and upgrade to EWM was implemented to provide additional capability for SC-10 and SC-13.
- The Tape Retention Policy that was presented to the ITCG at the June 9 meeting has been implemented and an e-mail was sent to the SC HQ user community on June 16 to explain the new policy.

## **P Drive Working Group (Oyler)**

The meeting notes from the first meeting of the P Drive working group were distributed for review by the ITCG.

## **Laptop Security (Murphy)**

Murphy explained that a process would be implemented to ensure that Loaner Pool and permanently assigned laptop computers were maintained with the latest security updates (i.e. anti-virus protections). To this end, she stated that an e-mail would be sent to those users with permanently assigned laptops to have them temporarily returned so the latest security updates can be installed. Laptops assigned to Forrestal staff will be handled by the Deskside Support staff there. Loaner Pool laptops will be updated after they are returned and before they are loaned out again.

## **Workstation Refresh Update (Centeno)**

Kathi Centeno informed the ITCG that the Workstation Refresh project has been delayed due to available resources being applied to other priority projects. She explained that work would continue to replace CRT monitors with new flat screen monitors, with the intent of replacing all monitors by the end of FY04. Fifty additional monitors have been ordered and another purchase will be made after additional inventory analysis is completed. Centeno also explained that further requirements gathering was required related to additional workstation components. She stated that due to the lack of available resources, it was a question whether or not the whole of the Workstation Refresh project would be complete this fiscal year. Centeno said the ITCG would be kept informed regarding the status of the project.

Karen Talamini asked if it was possible to find out the schedule for monitor replacement, so that her organization would know whether or not to spend any available travel budget at the end of the fiscal year on new monitors. Centeno said that a schedule would be provided to the ITCG at the next meeting.

## **Gigabit Ethernet Project (Centeno)**

Kathi Centeno reported that there is a delay in the Gigabit Ethernet project due to a waiting period for OCIO resources to become available; however equipment has been installed at Forrestal and improved performance has been noticed. Implementation at Germantown still needs to be done.

## **Certification and Accreditation (Centeno)**

Kathi Centeno stated that Certification and Accreditation for the SC HQ enclave (the SC HQ infrastructure and IT COOP) has been completed, including a risk assessment in which

vulnerabilities and mitigation strategies were identified. This information will be reviewed by an external group, and comments will be provided to Walt Polansky by June 30 to meet Federal-wide requirements.

## **OneSC IT Environment Proposal (Centeno)**

Kathi Centeno said that the initial draft of the OneSC IT Environment Proposal was delivered to Walt Polansky on June 22. Carolyn Murphy stated that an e-mail will go out from Walt Polansky to the OneSC Peer Review Group requesting comments by July 30. Murphy said that in the interim a briefing by the OneSC Working Group will occur the beginning of July. Additionally, the AD/ODs will be briefed prior to when the proposal is delivered to Dr. Orbach.

## **Other**

### ***Bobbi Griffin Introduced***

Kathi Centeno introduced Bobbi Griffin, who will be working with SC-41 on a detail assignment until mid-September. Griffin comes from the OCIO and will assist with completing the SC-41 Strategic and Operating Plans for FY05.

<b>Name</b>		<b>Organization</b>	<b>Contact Information</b>
Oyler	Dean	SC-20	3-6394
Murphy	Carolyn	SC-40	3-2158
Centeno	Kathi	SC-40	3-5472
Rivera	Ken	SC-5	6-2960
Koegel	David	SC-7	6-8831
Miller	Caryle	SC-82	3-8434
Harding	Todd	SC-1	6-2086
Lang	Donna	SC-20	3-4360
Talamini	Karen	SC-10	3-4563
Hanlin	Cathy	SC-90	3-1965
Racek	Penny	SC-67	3-3760
Campbell	Kevin	SC-41	3-1215
Griffin	Barbara	SC-41	3-0396
Tulo	Steve	SC-41	3-4379
Poling	Jeff	SC-41	3-4832